



# How to Reference in LSBU Harvard Style

## About this guide

The Harvard System (also called the **Author - Date** System) is the preferred referencing method for most LSBU departments. Other referencing styles include APA (Psychology), OSCOLA (Law) and Numeric (Electrical Engineering). If you're not sure which style to follow, please check your module guides or speak to your lecturers.

If you look at other Harvard Referencing guides available in print or online, you may notice variation between them. The important thing is to be consistent and to **follow any specific instructions from your lecturers**.

Throughout the guide you will see advice in Best Practice boxes.

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## Why do we need to reference?

Referencing is an essential academic skill. You need to reference in order to:

- show evidence of your research
- support your arguments and analysis
- allow readers to identify and locate the sources you've used
- acknowledge the work and ideas of others.

If you do not reference properly, you will lose marks and risk plagiarising the work of others. Plagiarism is the act of passing off someone else's work as your own and is a form of cheating. For further information, please read How to Guide 4 on plagiarism which is available from the library.

NOTE: You need to acknowledge others' work, even if you're paraphrasing or putting their work or ideas into your own words.

## 1. The two stages of the Harvard system

### 1.1 In-text citation

When you refer to someone's work in your essay, you need to include an in-text citation. This is normally the **surname(s)** of the author(s) and the **year** their work was published.

The citation normally comes at the end of a sentence in

brackets: Example: ...although other authors have denied

this (Hartley, 2015).

Or, if you include the author's name as part of the sentence, put the year of publication immediately after in brackets:

Example: ... Hartley (2005) declared that ...

If you use a direct quote, include the page number. See 2.5 for examples of citing direct quotes.

### 1.2 Reference list

Include a list of full references at the end of your essay under the title 'Reference list'. These references should be arranged alphabetically, normally by author. See sections 4 onwards for instructions.

Make sure that your in-text citations have corresponding references in the reference list and vice versa.

## 2. Citing references within the text (In-text citations)

### 2.1 Work by a corporate author

If the work is written by a **corporate author**, include the name of the

corporation: Example: (Nursing and Midwifery Council, 2008)

## 2.2 Work with three or more authors

For **three authors or more**, put *et al.* after the name of the first author in the in- text citation.

Example: ... Anderson *et al.* (2003) concluded that ...

*Et al.* is an abbreviation of the Latin *et alia* meaning “and others”.

Note: **In your reference list** you should list *all* authors unless there is a very long list of authors in which case, reference the first six and then put *et al.* However, **students studying Health and Social Care courses should list all authors in the reference list even if there are more than six authors.**

## 2.3 Multiple references with the same author and publication year

Documents with the same author and publication year can be distinguished from each other by putting a letter after the year in both the in-text citations and reference list.

Example: ... (Williamson, 2001a), (Williamson, 2001b) etc. ...

## 2.4 Multiple references for the same idea or concept

When you use multiple references to back up an idea the in-text citations should be written in chronological order.

Example: ... as multiple authors confirm (Brown, 1998; Chandra, 2001; Smith, 2009; Yates, 2015) ...

## 2.5 Citing a direct quote

If you quote the exact words directly from a text you must use **quotation marks** to indicate this. The author(s) and date must be stated, and if available the **page number**.

Example: ... Jackson (2004, p. 575) declared that “This is the finest example of postmodernism ...”

For a **long quote** (over 40 words), indent the text and leave a line space before and after the quote rather than using quotation marks.

Example:

Pears and Shields provide the following definition:

Plagiarism is a term that describes the unacknowledged use of someone’s work. This includes material or ideas from any (published or unpublished) sources, whether print, web-based (even if freely available) or audio-visual. Using the words or ideas of others without referencing your source would be construed as plagiarism and is a very serious academic offence. (Pears and Shields, 2013, p. 1).

You can leave out any section of a quote as long as you make this clear by inserting an ellipsis (...).

Example: Flinders (2001, p. 71) comments that, “When MPs had an operational grievance they were encouraged to direct their question ... directly to the agency”.

## 2.6 Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn't possible, make it clear in your text where you found the information and only include a reference to the document you've read.

Example: Dunn (1988), as cited by Campbell and Muncer (1998),

believed ... or

Dunn (1988) revealed that ... (cited in Campbell and

Muncer, 1998) or

... (Dunn, 1988, cited in Campbell and Muncer, 1998).

Your reference list will include a reference to Campbell and Muncer's work, but not to Dunn's.

## 3. Format of the list

### 3.1 The reference list

The reference list should only contain the details of sources you've cited in your work.

Put all your references in one list under the heading 'Reference list'. Do NOT list resources by type.

List references in alphabetical order by the authors' surnames/names of corporate authors or by the first letter of the reference. However, if you are referring to a corporate author that starts with 'The' e.g. The Guardian, list in alphabetical order by the first word after 'The' e.g. The Guardian would be listed under 'G'.

If you are citing two or more sources by the same author, they should be listed in chronological order of the year of publication.

Works by the same author, published in the same year can be distinguished from each other by putting a letter after the year of publication.

Example:

Smith, A. (2012a) *A guide to avoiding plagiarism*. London: LSBU

Smith, A. (2012b) *A guide to Harvard referencing*. London: LSBU

### 3.2 The bibliography

You may be asked to compile a bibliography as well as a reference list especially if you're undertaking a long piece of research such as a dissertation or thesis. A bibliography lists all the sources you've used in your research even if you did not cite them in your work.

Typically, the bibliography comes after the reference list and follows the same format.

## 4. General style guidelines for references

Place a colon (:) after the short title, before a sub-title.

Example:

Rees, A. L. (2011) *A history of experimental film and video: from the canonical avante-garde to contemporary British practice*. London: BFI.

Begin titles with a capital letter. The rest of the title should be in lowercase, unless it contains a proper noun (the name of a place, person or thing). The exceptions are journal and newspaper titles which should have all major words capitalised.

The title of a source should be italicised. NOTE the title of a chapter in an edited book and the title of an article in a journal or newspaper are not italicised. See 10.3 for a chapter in an edited book, and 11 for journal articles.

The place of publication is a city or town, not the country. Only include the first place acknowledged.

## 5. Missing information

### 5.1 No date

If you cannot find a year of publication, insert [no date] in the reference.

Example:

National Down Syndrome Society [no date] *Associated medical conditions*. Available from: <http://www.ndss.org> [Accessed 4 May 2010].

In-text citation: (National Down Syndrome Society, no date)

### 5.2 No author

If there is no named author and no corporate author, start the reference with the title of the source.

Example:

*A writer's note-book* (1946) Malvern: The Tantivy Press. In-text citation: (*A writer's note-book*, 1946)

If you want to cite a website which has **no author or title**, cite the website's title. However, be very wary of citing web pages that have little information about the author and their credentials.



Example:

*Occupational performance measurement issues and methodologies* (2002)  
Available from: <http://www.otdirect.co.uk/measure.html> [Accessed 22 June 2017].

In-text citation: (*Occupational performance measurement issues and methodologies*, 2002)

### 5.3 No page numbers

When citing a direct quote, if there are **no page numbers**, use the paragraph no., chapter no. or the % (on an e-book reader) instead.

Example: (Smith, 2012, para 4).

## 6. Referencing works in languages other than English

First check with your lecturer if it's acceptable for you to reference works in other languages. Otherwise, reference the work in the same way you would reference a work in the English language.

## 7. Translated works

Include the name of the translator after the title of the work Format:

Author's surname, Initials. (Year of publication) *Title of the book*.

Translated by

- Initials Surname of translator(s). Place of publication: Publisher.

Example:

Cohen, J.L. and Benton, T. (2014) *Le Corbusier le grand*. Translated by J. Tittensor. London: Phaidon Press.

In-text citation: (Cohen and Benton, 2014)

## 8. General guidelines for referencing online resources

In general, if an online source is also available in print then just follow the guidelines for referencing the print version. This is particularly advisable for e-books and e-journal articles on LSBU subscription databases.

If an online resource doesn't have the same publication information of a print version, or you're unsure whether it is available in print, include the URL and the date you accessed the source in the reference list.  
e.g. ... Available from: URL [Accessed day month year].

Alternatively, if a source has a **Digital Object Identifier (DOI)**, include this in place of the URL in the reference list. You don't need to include date of access as the DOI is a permanent identifier. (See 11.1 Journals for further information about DOIs).

NOTE: the in-text citation for an online resource has the same format as for a print resource i.e. name of author(s) and year of publication, followed by the page number if including a direct quote e.g. (Smith, 2014).

### **8.1 Long URLs**

If an online source has a long URL (e.g. longer than one line), it is acceptable to shorten the URL up to the first forward slash.

## **9. Referencing tools**

LSBU subscribes to Refworks. This is a referencing tool which will generate references for you. However, you will need to spend time learning how to use this tool. You will also still need to check that the references generated are accurate and adhere to the LSBU Harvard style.

If you'd like help with using Refworks, please contact the Information Adviser for your subject (see 33 Further Help).

## How to reference different sources

Any materials you find in an LSBU database, including the library catalogue, can be referenced as though they were a print version.

### 10. Books

#### 10.1 Print book

Format:

Author's surname, Initials. (Year of publication) *Title of book*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of publication: Publisher.

##### **Best Practice**

Place of Publication: Use the first place listed on the copyright page.

Example:

Moore, S., Neville, C., Murphy, M. and Connolly, C. (2009) *The ultimate study skills handbook*. 4<sup>th</sup> ed. Maidenhead: Open University Press.

In-text citation: (Moore *et al.*, 2009)

Finding the year of publication in a book:

If the year of publication is not clear look for the **latest copyright date**. This is next to the copyright sign © usually on the reverse of the title page. Do not use a reprint date.

#### 10.2 Edited book

Format:

Editor's Surname, Initials. (ed.) or (eds.) (Year of publication) *Book title*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of Publication: Publisher.

##### **Best Practice**

**BE CONSISTENT!** If you use a variation in referencing such as ed. for editors or Boston, MA. for the place of publication, make sure you use the variation throughout.

Example:

Ezra, E. (ed.) (2004) *European cinema*. Oxford: Oxford University Press.

In-text citation: (Ezra, 2004)

NOTE: if you are referencing a chapter or essay in an edited book see the following guidelines in 10.3 below.

#### 10.3 Chapter in an edited book

Format:

Author's surname, Initials. (Year of publication) Title of the chapter, in: Editor's surname, Initials. (ed.) or (eds.) *Title of the book*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of publication: Publisher, page range of chapter.

##### **Best Practice**

For an American place of publication, add the state after the city e.g. Boston, Massachusetts.

Example:

Gaskell, G. (2003) Attitudes, social representations and beyond, in: Deaux, K. and Philogene, G. (eds.) *Representations of the social*. Oxford: Blackwell, pp. 228-241.

In-text citation: (Gaskell, 2003)

## 10.4 E-book

If an e-book doesn't have the same publication information as a print version, or you're unsure whether it is available in print, include the URL and the date you accessed the source. e.g. ... Available from: URL [Accessed day month year].

Format:

Author's surname, Initials. (Year of publication) *Title of e-book*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of publication if available: Publisher if available. Available from: URL [Accessed date].

Example:

Hargreaves, S. and Crabb, J. (2016) *Study skills for students with dyslexia: support for Specific Learning Differences (SpLDs)* London: Sage. Available from:

<https://books.google.co.uk/books?id=dGclDAAAQBAJ&lpg=PP1&dq=study%20skills%20university%202016&pg=PP1#v=onepage&q=study%20skills%20university%202016&f=false> [Accessed 17 July 2017].

If you are accessing an e-book on an e-book reader, you may find it helpful to mention this in your reference, especially if you're directly quoting from it.

Format:

Author's surname, Initials. (Year of publication) *Title of book*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of publication: Publisher. [Name of e-book reader edition].

Example:

James, H. (2012) *The ambassadors*. Cambridge: Cambridge World Classics. [Kindle edition].

If no pagination is available use the information you do have to cite a direct quote

e.g. loc, %, or chapter.

Example in-text citation: (James, 2012, 34%)

## 10.5 Dictionary or reference book

Format:

*Title of book* (Year of publication) Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of publication: Publisher.

Example:

*Chambers English dictionary* (1990) 7<sup>th</sup> ed. Edinburgh: Chambers.

If referencing an online reference book, include the URL and date accessed instead of place of publication and the publisher.

### **Best Practice**

**DO NOT** use Google Search as a reference for a definition. Always find a reputable source and reference that.

Example:

*Collins English dictionary* (2016) Available from:  
<http://www.collinsdictionary.com/english/creative> [Accessed 18 February 2016].

In-text citation: (Collins, 2016)

## 11. Journals

### 11.1 Online journal article

Digital object identifier (DOI)

DOIs were introduced in 2000. A DOI is unique to a source and can be added to a reference in place of the URL and accessed date. A reader can find the location of a source by copying and pasting its DOI into a search engine, such as Google Scholar. As DOIs are permanent identifiers, unlike URLs, you do not need to include date of access in the reference.

If there is a DOI available put it at the end of the reference.

Format:

Author's surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article. DOI: DOI number.

Example:

Serebryannikov, S. V. (2010) The Moscow power engineering institute (Technical University): from 1930 to 2010, *Thermal Engineering*, 57 (12), pp. 12-30. DOI: 10.1134/S0040601510120025.

In-text citation: (Serebryannikov, 2010)

If there is no digital object identifier (DOI):

**If the article is from a LSBU database** – reference as a print version.

**If the article is from the open web**, such as Google Scholar or ResearchGate, add Available from: URL [Accessed date].

Example:

Doljin, B. and Fuss, F.K. (2015) Development of a smart cricket ball for advanced performance analysis of bowling, *Procedia Technology*, 20 (1), pp. 133-137. Available from:  
<http://www.sciencedirect.com/science/article/pii/S2212017315001991> [Accessed 17 July 2017].

In-text citation: (Doljin and Fuss, 2015)

## 11.2 Print journal article

Details for referencing a journal article can normally be found on the first page of the article.

Format:

Author's surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article.

Example:

Moore, J., Crozier, K. and Kite, K. (2012) An action research approach for developing research and innovation in nursing and midwifery practice: building research capacity in one NHS foundation trust, *Nursing Education Today*, 32 (1), pp. 39-45.

In-text citation: (Moore *et al.*, 2012)

## 12. Newspapers

### 12.1 Print newspaper article

The format is similar to that of a journal article except that you provide the specific date the article was published instead of a volume and issue number. You also need to indicate if your reference is from a particular section of the paper.

Format:

Author's surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), Day Month published, page number(s).

Example:

Tobin, L. (2010) The crush starts here, *The Guardian* (Education Supplement), 8 June, p. 1.

In-text citation: (Tobin, 2010)

Format for newspaper article with no author:

*Title of Newspaper* (Year of publication) Title of article, Day Month published, page number(s).

Example:

*The Guardian* (2012) Higher education in the EU, 14 July, p. 8.

In-text citation: (*The Guardian*, 2010)

### 12.2 Online newspaper

Format:

Author's surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), day month. Available

from: URL [Accessed day month year].

Example:

Topham, G. (2014) Ryanair profits endure bumpy landing with first drop in five years, *The Guardian*, 19 May. Available from: <http://www.theguardian.com/business/2014/may/19/ryanair-profits-down-first-drop-5-years> [Accessed 19 May 2014].

In-text citation: (Topham, 2014)

### 13. Magazine articles

The format is similar to that of a journal article and newspaper article. If no volume or issue number is available, include the date the article was published.

Format:

Author's surname, Initials. (Year of publication) Title of article, *Title of Magazine*, (details of supplement if relevant), day month published or just month or issue number, page number(s).

If referencing an online magazine article, include the URL and date accessed.

Example:

Vizard S. (2016) The ad industry's £5bn problem, *Marketing Week*, 28 January, pp. 12-13.

### 14. Web pages

It's best to start your research by using LSBU databases before searching the free web. Remember that anyone can publish anything on the web, so you will need to evaluate the quality and reliability of a web page or web document before you refer to it in your assignments.

#### 14.1 Webpage with author

##### **Best Practice**

If you cannot find a date on the webpage you can use the copyright date. If the copyright is written as a date range (e.g. 2007-2017) use the latest date.

Format:

Author's surname, Initials. or name of organisation (year published or last update) *Title of web page/document*. Available from: URL [Accessed day month year].

Example:

Burke, L. (1997) *Carbohydrates? They aren't that simple*. Available from: <http://www.sportsci.org/news/compeat/carbo.html> [Accessed 14 February 2014].

In-text citation: (Burke, 1997)

## 14.2 Web blogs

NOTE: blogs are often anonymous and many authors just use their first names or pseudonyms.

Format:

Author's surname, Initials. or pseudonym (Year of posting or last update)  
Title of blog entry, *Title of blog*, month day of posting. Available from:  
URL [Accessed day month year].

Example:

Baker, J. (2014) Crowdsourcing comic art, *Digital scholarship blog*, May 13. Available from: <http://britishlibrary.typepad.co.uk/digital-scholarship/2014/05/crowdsourcing-comic-art.html> [Accessed 28 May 2014].

In-text citation: (Baker, 2014)

## 15.Social media sites e.g. Facebook, Twitter

Format:

Author's surname, Initials or username (Year published) Title of message, *Title of site*, day and month of post. Available from: [Accessed day month year]

Example:

Smith, T. (2012) Referencing, *Twitter*, 14 June. Available from: <http://twitter.com/tomsmith/informationliteracy> [Accessed 15 July 2012].

In-text citation: (Smith, 2012)

## 16.Mobile Apps

### **Best Practice**

The app version is like an edition for a book.

To find the version, go to your device's Settings, find the app in the app list, go into the app's settings.

Format:

Originator/author's surname, Initials or Corporate author if ascertainable otherwise use the title. (Year or release date). *Title of app* [Mobile app]. Version no. Available from: URL [Accessed day month year].

Example:

NHS Choices (2014) *Change4life smart recipes* [Mobile app]. Version 2.1.2. Available from: <https://itunes.apple.com/gb/app/id583000807?mt=8> [Accessed 28 May 2014].

In-text citation: (NHS Choices, 2014)



## 17. Government documents

Reports known by their title rather than by the Department or the author.

Major papers are known by the name of the chair of the committee which produced them, for example, The Hutton Report. However, they must be referenced from the exact information within the publication, even if lengthy.

You can refer to these documents by their popular title in your work, but they must be referenced correctly as per this guide.

E.g. The Stephen Lawrence Inquiry (Macpherson, 1999) state that ...

The in-text citation then points to the full reference in your Reference List:

### 17.1 Inquiries

Format:

Author's surname, Initials. (Year of publication) *Title of inquiry*  
(Parliamentary or Command Paper number). Available from: URL.  
[Accessed day month year].

Example:

Leveson, Lord (2012) *An inquiry into the culture, practices and ethics of the press* (HC 780). Available from:  
<https://www.gov.uk/government/publications/leveson-inquiry-report-into-the-culture-practices-and-ethics-of-the-press> [Accessed 4 August 2017].

In-text citation: (Leveson, 2012)

### 17.2 Green (consultation) and White (policy statements) papers

Format:

Name of committee or Royal commission (Year of publication) *Title of paper*. Place of publication: Publisher (Paper number).

Example:

Department for Education and Skills (2005) *Higher standards, better schools for all: more choice for parents and pupil*. London: The Stationery Office (Cm. 6677).

In-text citation: (Department for Education and Skills, 2005).

### 17.3 Legal cases

Legal cases are reported in law reports. The titles of law report series and law journals are often represented as abbreviations in references for legal materials (e.g. WLR for Weekly Law Reports).

If the case was heard *before* 2001 it will not have a neutral citation, so use Option 1. If a case was heard *after* 2001 in any division of the UK High

Court, it will have a neutral citation, so use Option 2.

**Best Practice**

Use the free online resource, Cardiff Index to Legal Abbreviations to find the preferred abbreviation, or to interpret an abbreviation:  
<http://www.legalabbrevs.cardiff.ac.uk/>

Option 1

(No neutral citation)

Format:

Names of parties (year) volume number abbreviation for name of report and first page of report

Example:

*R v Edward (John)* (1991) 1 WLR 2017

In-text citation: The case of *R v Edward (John)* (1991) ....

Option 2

Neutral citations

Neutral citations were introduced in the UK in 2001 for judgments from all divisions of the High Court. This is so the judgment of the case can be written up quickly for online resources. If the case is important, the details and commentary will be published months later in a law report. You must include both the neutral citation and the law report details in your reference.

A neutral citation looks like this:

[2017] EWHC 368 (Ch)

[year]The High Court Number of case heard in that court during that year (the division of the High Court)

Format:

Name of parties [year] abbreviation of court case number, (year) volume number abbreviation for name of report and first page of report

Example:

*Joseph v Spiller* [2010] UKSC 53, (2011) 1 AC 852

In-text citation: The case of *Joseph v Spiller* [2010] ...

## **17.4 Act of Parliament (UK Statute)**

Format:

*Name of Act (c. chapter number)*. Place of publication: Publisher.

Example:

*Housing Act 1996 (c.52)*. London: HMSO.

In-text citation: The statute (*Housing Act 1996*) laid down ...

## 17.5 Bill

NOTE: House of Lords bill number should appear between round brackets.  
House of Commons numbers should appear between square brackets.

Format:

Parliament. House of Commons or Lords (Year of publication) *Title of bill*.

Place of publication: Publisher [(Bills number)].

Example:

Parliament. House of Commons (2013) *Food labelling (sugar content)*.

London: The Stationery Office [Bill no. 23].

In-text citation: (Parliament. House of Commons, 2013)

Example:

Parliament. House of Lords (2009) *Consumer emissions (climate change) Bill*.

London: The Stationery Office (Bills 2009-2010 (13)). In-text citation:  
(Parliament. House of Lords, 2009)

## 17.6 Departmental report

### **Best Practice**

If the Department has a long title, to save on words use the full title in your first in-text citation, and abbreviate it thereafter. E.g.  
Department for Culture, Media and Sport (2016) (referenced as DCMS (2016) hereafter)

Format:

Author's surname, Initials. or Name of government department (year of publication) *Title of report*. Place of publication: Publisher.

Example:

Department of Health (2004) *Choosing health: making healthy choices easier*. London: The Stationery Office.

In text citation: (Department of Health, 2004)

Most government documents are found online, and should be referenced:

Department for Culture, Media and Sport (2016) *Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021*. Available from:

<https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021> [Accessed 22 June 2017].

In-text citation: Department for Culture, Media and Sport (2016)

### **Best Practice**

Use the webpage the document is hosted on rather than the PDF URL in your reference.

## 17.7 House of Commons and House of Lords papers

### **Best Practice**

Find the citation details via this useful website  
<http://www.parliament.uk/business/publications/committees/recent-reports/>

NOTE: House of Lords number should appear between round brackets.  
House of Commons numbers should appear between square brackets.

Format:

Parliament. House of Commons or Lords. Name of Committee if relevant (Year of publication) *Title of paper*, [(HC or HL years of sessions and paper number)]. Place of publication: Publisher.

Example:

Parliament. House of Commons (2004) *Return to an address of the Honourable the House of Commons dated 28th January 2004 for the report of the inquiry into the circumstances surrounding the death of Dr David Kelly C.M.G. by Lord Hutton*, [HC 2003-2004 247]. London: The Stationery Office.

In-text citation: (Parliament. House of Commons, 2004).

Example:

Parliament. House of Lords (2010) *The Lisbon Treaty: procedural implications; standing order 19; private notice questions; guidance on motions and questions*, (HL 2009-2010 (51)). London: The Stationery Office.

In-text citation: (Parliament. House of Lords, 2010).

If you find the papers online add the URL and the Accessed date in place of the Publisher's details.

Example:

Parliament. House of Lords (2017) *6th Report of Session 2017–19: Brexit: judicial oversight of the European Arrest Warrant*, (HL 16). Available from : <https://publications.parliament.uk/pa/ld201719/ldselect/ldcom/16/16.pdf> [Accessed 8 August 2017].

In-text citation: (Parliament. House of Lords, 2017).

## **17.8 Hansard**

Format:

HC or HL Deb date of debate, volume number, column number. Available from: URL [Accessed day month year].

Example:

HL Deb 6 May 2014, vol 753, col 1403. Available from: <http://www.publications.parliament.uk/pa/ld201314/ldhansrd/text/140506-0001.htm#14050619000594> [Accessed 2 June 2014].

In-text citation: (HL Deb 6 May 2014)

## **17.9 Referencing international government documents**

If referencing government publications from multiple countries, include the country in brackets after the department's name.

Example:

Department of Health (Australia) (2011) *Healthy body art*. Available from: <http://www.health.gov.au> [Accessed 29 May 2014].

In-text citation: (Department of Health (Australia), 2011)

## 18.Reports

Format:

Author's surname, Initials. or name of organisation (Year of publication)  
*Title of report*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Place of Publication:  
Publisher.

Example:

Vickers, I., Westall, A., Spear, R., Brennan, G. and Syrett, S. (2017) *Cities, the social economy and inclusive growth: a practice review*. York: The Joseph Rowntree Foundation.

In-text citation: (Vickers *et al.*, 2017)

If you find the report online, the reference would be:

Example:

World Health Organisation (2015) *State of inequality: Reproductive, maternal, newborn and child health*. Available from:  
[http://www.who.int/gho/health\\_equity/report\\_2015/en/](http://www.who.int/gho/health_equity/report_2015/en/) [Accessed 22 June 2017].

In-text citation: (World Health Organisation, 2015)

### 18.1 Market Research Report

The library subscribes to a number of online market reports and financial databases such as Mintel, MarketLine and FAME. Below is an example of how to reference these online reports.

Format:

Author's surname, Initials. or Name of Organisation (Year of publication)  
*Title of report*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Available from: URL  
[Accessed day month year].

Example:

Mintel (2017) *Bottled water*. Available from: <http://0-academic.mintel.com.lispac.lsbu.ac.uk> [Accessed 22 June 2017].

In-text citation: (Mintel, 2017)

### 18.2 Financial report

Format:

Author's surname, initials or Name of Organisation (Year of publication)  
*Title of report*. Edition if later than the first e.g. 2<sup>nd</sup> ed. Available from: URL  
[Accessed day month year].

Example:

Bureau Van Dijk (2017) *Tesco PLC*. Available from:  
<https://fame2.bvdep.com/> [Accessed 20 July 2017].

In-text citation: (Bureau Van Dijk, 2017)

## 18.2 Bloomberg data

Bloomberg (2018) Tesco PLC. Company report and financial data for the years between 2008 to 2018. *Bloomberg Professional*. [Accessed 10 April 2018].

In-text citation: (Bloomberg, 2018)

## 18.3 Company report

Format:

Author's surname, Initials. or name of organisation (Year of publication) *Title of report*. Edition if available. Available from: URL [Accessed day month year].

Example:

Tesco PLC (2016) *Annual report and financial statements 2015*. Available from: [http://www.tescopl.com/files/pdf/reports/ar15/download\\_annual\\_report.pdf](http://www.tescopl.com/files/pdf/reports/ar15/download_annual_report.pdf) [Accessed 1 March 2016].

In-text citation: (Tesco PLC, 2016)

If the report is from an LSBU subscription database such as MarketLine just put the URL up to the first forward slash.

Example:

MarketLine (2016) *Asda Stores Limited*. Available from: <http://0-advantage.marketline.com.lispac.lsbu.ac.uk/> [Accessed 1 March 2016].

In-text citation: (MarketLine, 2014)

## 19. Health-specific sources

### 19.1 Cochrane systematic reviews

Format:

Surname, Initial(s). or Name of Organisation (Year of publication or last updated) *Title of the review*. *Source Name*. Issue number. Available from: full URL [Accessed day month year].

Example:

Griffiths, P. D., Edwards, M. H., Forbes, A., Harris, R. L. and Ritchie, G. (2007) Effectiveness of intermediate care in nursing-led in-patient units. *Cochrane Database of Systematic Reviews*, Issue 2. Available from: <http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD002214.pub3/pdf>

[Accessed 20 April 2012].

In-text citation: (Griffiths *et al.*, 2007)

## 19.2 British National Formulary (BNF)

### **Best Practice**

Although the web version is hosted by NICE, the content is still compiled by the Joint Formulary Committee.

Example:

Joint Formulary Committee (2017) *British National Formulary*, 73. London: BMJ Group and Pharmaceutical Press.

Joint Formulary Committee (2017) *British National Formulary*. Available from: <https://bnf.nice.org.uk/drug/abatacept.html> [Accessed 7 June 2017].

In-text citation: (Joint Formulary Committee, 2017)

## 19.3 NICE guidance

### **Best Practice**

Write the corporate author's name in the text in full the first time you use it. You can use the acronym NICE in subsequent in-text citations.

If you go to a sub-section of the guidance, you can still use the format above. You don't need to mention each subheading as long as you provide the URL to the page with the specific section you are using.

Format:

Corporate author's name (Year of publication or update if there has been an update) *Title of guidance: type of guidance and [its letter-number combination]*. Available from: URL [Accessed day month year].

Example:

National Institute for Health and Care Excellence (2017) *Tuberculosis: NICE guidelines [NG33]*. Available from: <https://www.nice.org.uk/guidance/ng33> [Accessed 26 June 2017].

In-text citation: (National Institute for Health and Care Excellence (NICE), 2017)

## 20. Confidential information

If information is not in the public domain e.g. school or hospital procedural documents, anonymise the author and title. For example use 'Placement school' or 'NHS Trust' in place of the name.

Format:

Anonymised institution/agency (year) *Anonymised title* [Confidential document].

Example:

NHS Trust (2016) *Disciplinary policy* [Confidential document].

In-text citation: (NHS Trust, 2016).

## 21. Conference proceedings

### 21.1 Print conference paper

Format:

Author's surname, Initials. (Year of publication) Title of conference paper,

in: *Title of conference*, Location, date of conference. Place of publication: Publisher, page range of paper.

Example:

Joo-Ming, L. and Liang-Heng, W. (2008) Developing eco-towns for Singapore's public housing development, in: *Proceedings of the IStructE centenary conference*, Hong Kong, 24-26 January. London: IStructE, pp. 39-53.

In-text citation: (Ming and Liang-Heng, 2008)

Alternatively, if the article has a digital object identifier (DOI), include this in place of the URL and date of access. See section 11.1 for more information about DOIs.

## 21.2 Online conference paper

Format:

Surname, Initials. (Year of publication) Title of conference paper, in: *Title of conference*, Location, date of conference, page range of paper. Available from: Name of database. URL [Accessed day month year].

Example:

Lahti, V. (2010) On the process of translation, in: *The 2<sup>nd</sup> International conference on creativity and writing*, Orivesi, Finland, 19-22 November. Available from: <http://urn.fi/URN:NBN:fi:jyu-2011042910703> [Accessed 21 January 2014].

In-text citation: (Lahti, 2010)

## 22. Dissertations and theses

Format:

Author's surname, Initials. (Year submitted) *Title of dissertation/thesis*. Level of award, Location of awarding institution if not clear from name: Name of awarding institution.

Example:

Smith, M. (2003) *The quantity surveyors' contribution to sustainable construction*. MSc dissertation, London South Bank University.

In-text citation: (Smith, 2003)

## 23. Standards

Format:

Name of organisation (Year of publication) *Standard number: Title of standard*. Place of publication: Publisher.

Example:

British Standards Institution (2005) *BS 7000-6: 2005: Guide to managing inclusive design*. London: BSI.



In-text citation: (British Standards Institution, 2005)

## 24. Patents

Format:

Inventor's surname and initials or organisation. (Year of publication) *Title of patent document*. Country/region patent number.

If found online include - Available from: URL [Accessed day month year]

Example:

Philip Morris Inc. (1983) *Optical perforating apparatus and system*. US patent 4404452 A. Available from:  
<https://www.google.com/patents/US4404452> [Accessed 11 March 2016].

In-text citation: (Philip Morris Inc., 1981)

## 25. Films, TV, podcasts and online videos

### 25.1 Films/DVDs

Format:

*Title of film/DVD* (Year of release) [Film/DVD]. Directed by Director's name. Place of distribution: Distribution company.

Example:

*The artist* (2012) [DVD]. Directed by Michel Hazanavicius. France: Warner Home Video.

In-text citation: (*The artist*, 2012)

### 25.2 TV or radio broadcast

Format:

*Title of broadcast* (Year of broadcast) [Type of broadcast]. Channel, date of broadcast.

Example:

*Treasures of the Anglo Saxons* (2012) [TV programme]. BBC4, 25 June.

In-text citation: (*Treasures of the Anglo Saxons*, 2012)

If the broadcast is an episode in a series the format would be:

Title of episode (Year of release) *Title of programme*, series and episode numbers. [Type of broadcast]. Channel, date of broadcast.

Example:

This is England (2012) *Simon Schama's Shakespeare*, series 1, episode 1. [TV programme]. BBC2, 22 June.

In-text citation: (This is England, 2012)

### 25.3 TV or radio broadcasts on Box of Broadcasts

Format:

*Title of broadcast* (Year of broadcast) [Type of broadcast]. Channel,

episode, date of broadcast. Available from: Box of Broadcasts.  
<http://bobnational.net> [Accessed day month year].

Example:

*Treasures of the Anglo Saxons* (2012) [TV programme]. BBC4, episode 1, 25 June. Available from: Box of Broadcasts. <http://bobnational.net> [Accessed 23 May 2014].

In-text citation: (*Treasures of the Anglo Saxons*, 2012)

## 25.4 Podcasts

### Best Practice

Although podcasts can be downloaded on to portable devices, you should reference where it was published or displayed for download rather than give the device as a source.

Format:

Author or presenter's surname, Initials. (year that the site was last updated) Title of the podcast. [Podcast]. Day/month of posted message. Available from: URL [Accessed day month year].

Example:

Flintoff, A., Savage, R. and Syed, M. (2017) It started with a kiss. [Podcast]. 12 Jun. Available from:  
<http://www.bbc.co.uk/programmes/b08fr7t1/episodes/downloads>  
[Accessed 22 June 2017].

In-text citation: (Flintoff *et al.*, 2017)

## 25.5 Online video

Format:

Author's surname, Initials or username (year created/uploaded) *Title of video*. Available from: URL [Accessed day month year].

Example:

Stanford Humanities (2011) *The art of living – R Lanier Anderson*. Available from: <http://youtu.be/-YnLyBRvAwA> [Accessed 18 May 2014].

In-text citation: (Stanford Humanities, 2011)

## 26. Live performances

### 26.1 Play

Format:

*Title* by Author (Year of performance) Directed by director's name [Location. Date seen].

Example:

*A small family business* by Alan Ayckbourn (2014) Directed by Adam Penford [National Theatre, London. 26 August].

In-text citation: (*A small family business*, 2014)

## 26.2 Dance

Format:

Choreographer's surname, initials. (Year of premier) *Title* [Location. Date seen].

Example:

Khan, A. (2013) *iTMOi* [Sadler's Wells, London. 11 June 2014].

In-text citation: (Khan, 2013)

## 27. Illustrations/artworks/diagrams/figures

### 27.1 Online image

#### **Best Practice**

Do not reference images from Google Images. Go to the website the image is hosted on, check permissions, and reference that location.

Format:

Author's surname, Initials. (Year published/uploaded/created) *Title* [Format e.g. Photograph]. Available from: URL [Accessed day month year].

Where the author is not known, begin the reference with the *Title of the work*.

Example:

Christensen, A. K. [no date] *Electron micrograph of rough and smooth endoplasmic reticulum* [Photograph]. Available from: <http://www-personal.umich.edu/~akc/Bibliography/RERliv.htm> [Accessed 1 March 2016].

In-text citation: (Christensen, no date)

### 27.2 Image found within a book/journal/web article

If you want to refer to an image found within a source, for example, an illustration inside a book or a photo within an online article, and the author of the work is also the creator of the image, just reference the source and put the page number and/or figure number (if available) where you found the visual resource in the in-text citation.

If the image is by a different author, include information about the original creator in the body of your work and just reference the book etc. in which you found the image in your reference list.

Example of an in-text citation to an illustration found in a book:

... Barker's illustration (Whittle, 1998, p. 176, fig. 10.5) shows a young girl leaving the village ...

NOTE: for the above example, you'd only include a reference to Whittle in the Reference list.

If you are copying and pasting an image from an online article, also include the caption/details of creator where available and put the in-text citation to the source underneath.

### 27.3 Artwork/Exhibit on location

If you viewed an illustration/artwork/photograph/exhibit etc. on location e.g. at a gallery, reference the work as follows:

Format:

Creator's name, Initials. (Year produced) *Title of the work*. [Type e.g. Oil on Canvas]. Place, Location [Viewed day month year].

Example:

Fragonard, J-H. (1766) *The swing*. [Oil on canvas]. The Wallace Collection, London [Viewed 25 July 2016].

In-text citation: (Fragonard, 1766).

### 28. Maps

Format:

Author's name, Initials (Year) *Title of map/postcode*, scale [Map]. Place of publication: publisher.

If referencing an online map include the URL and date accessed in place of the place of publication and publisher.

Example:

Ordnance Survey (2015) *Postcode TF10 8NB*, 1:1900 [Map]. Available from: <http://digimap.edina.ac.uk> [Accessed 27 August 2015].

In-text citation: (Ordnance Survey, 2015)

### 29. Interviews

If you have conducted an interview as part of your research, include a transcript and full details of the interview in an appendix rather than referencing it in the reference list. NOTE: Make sure you have the permission of the interviewee before making the transcript available to others.

If you've read or listened to an interview conducted by another person then reference the publication or broadcast following the guidelines for that format.

### 30. Lecture notes/handouts

NOTE: It is important to check with your lecturer if referencing class notes is appropriate for your assignment.

Format:

Author's surname, Initials. (Year produced) *Title of handout/lecture*. [description and name of course, module code]. Name of teaching establishment, Date of lecture.

Example:

Smith, J. (2012) *Academic misconduct: plagiarism*. [Handout to Referencing Workshop, LLR-001]. London South Bank University, 20 March.

In-text citation: (Smith, 2012)

### 31. LSBU Virtual Learning Environment (VLE) materials

For chapters and articles that have been scanned and uploaded onto LSBU VLE, reference them as print resources.

For lecturer's note/handouts. Follow guidelines in section 20 above and include the following at the end:

Available from: <https://vle.lsbu.ac.uk/> [Accessed day month year].

Example:

Smith, J. (2013) *Academic misconduct: plagiarism*. [Handout to Referencing Workshop, LLR-001]. London South Bank University, 20 March. Available from: <https://vle.lsbu.ac.uk/> [Accessed 23 March 2014].

In-text citation: (Smith, 2013)

### 32. Emails

Format:

Sender's surname, Initials. (Year sent) *Message subject*. Personal email to: name of recipient, day and month of message.

Example:

Beam, J. (2005) *RE: New passwords for off-campus access*. Personal e-mail to: J. Daniels, 12 June.

In-text citation: (Beam, 2005)

### 33. Further help

Visit the LLR Referencing site on Moodle for glossaries, interactive lessons, quizzes, guides etc. <https://vle.lsbu.ac.uk/course/view.php?id=21372>

Please contact the Information Adviser for your subject if you have any enquiries about referencing or to arrange a one-to-one appointment.

LLRaci@lsbu.ac.uk	Arts and Creative Industries
LLRapp@lsbu.ac.uk	Applied Science
LLRbea@lsbu.ac.uk	Built Environment and Architecture
LLRbus@lsbu.ac.uk	Business
LLReng@lsbu.ac.uk	Engineering
LLRhsc@lsbu.ac.uk	Health and Social Care
LLRIss@lsbu.ac.uk	Law and Social Science

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